REPUBLIC OF MAURITIUS

MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

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Circular Note No. 1 of 2026

28 January 2026

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Enhancement of the e-HR System
e-Movement Module

The e-HR project, which comprises the core HR modules and the Leave Management System (LMS), has been implemented across the Public Service since June 2023, with the main objective of leveraging technology to streamline and digitalise various HR processes within the Public Service.

2.   With a view to further enhancing the e-HR system, an e-Movement Module has now been developed on the LMS platform to allow employees to record their official movement online.

3.   Currently, a paper-based Movement Book is being used across Ministries and Departments for recording movement of employees attending meetings, site visits or any other official purpose when they have to leave their place of work during office hours. The current manual process lacks the capability to effectively monitor, in real time, the movement and attendance of officers. This limitation creates opportunities for abuse and fraudulent practices.

4.   The e-Movement Module will facilitate better communication between employees and management and will also improve transparency and accountability within the organisation. It will also interface with the Electronic Attendance System (EAS) and hence enable the Human Resource (HR) Section to reconcile the attendance of employees with their official movement.

5.   Following the successful implementation of the e-Movement Module on a pilot basis in five Ministries/Departments, the e-Movement Module will now be rolled out across the Public Service and is scheduled to go live on **02 February 2026**. Through the Self-Service Portal, Public Officers will be able to record, update and view their official movements online. Heads of Sections/Units will receive email notifications whenever employees under their supervision record a movement. HR Sections, through the Backend Users will also be able to examine and record the movement of employees. The guidelines for recording the movement of officers are at Annexes I (Self Service) and II (Backend) respectively.

6.   Supervising Officers are kindly requested to ensure that all officers should henceforth record their official movements on the e-Movement module of the e-HR system.

7.   The e-HR Unit of the Ministry of Public service and Administrative Reforms may be contacted on the e-mail address ehrunit@gmail.com and on the following telephone numbers 4055791, 4055406, 4055405, 4055783 and 4055434 for any additional information/clarification.

8.   I rely on your usual collaboration and support to ensure the successful implementation of the e-Movement Module.

Dr. D. Kawol
Secretary for Public Service

<u>Guideline e-Movement (Self-Service Portal)</u>

Users should login on the Self-Service Portal using their MauPass credentials (username and password).

The Self-Service Portal may be accessed via any browser through the following URL: https://myhr.govmu.org

e-Movement Module

The e-Movement Module will allow employees to record, update and query their official movement.

Recording of e-Movement on Self-Service Portal

To record a movement, the employee should click on "e-Movement List" as shown below:

Application

Apply Leave

My Requests

Leave Bank

My Calendar

e-Movement List

Update Profile

Update Qualification

Update Training

Recommend/Approve Leave

Employee Leave Bank

Employee Calendar

Employee e-Movement

E-Payslip

User Manual

BCP

Video
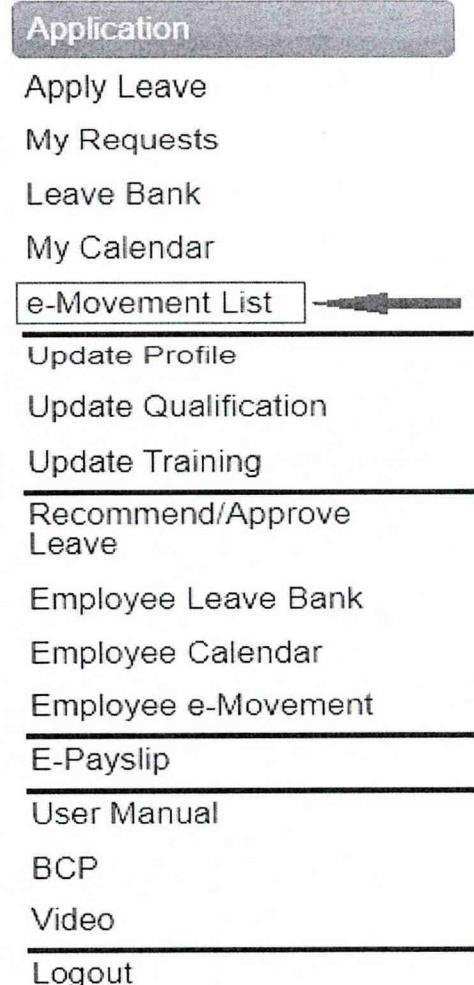
Logout

The e-Movement Screen will be displayed as shown below:
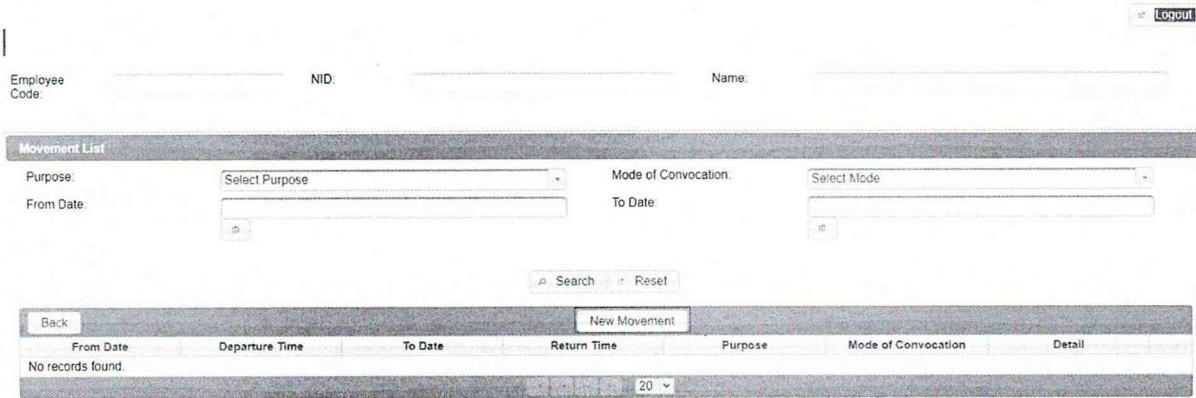
| Employee Code: | | NID: | | Name: | |

Movement List

| Purpose: | Select Purpose | Mode of Convocation: | Select Mode |
| From Date: | | To Date: | |

Search   Reset

Back			New Movement			
From Date	Departure Time	To Date	Return Time	Purpose	Mode of Convocation	Detail
No records found.						

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Upon clicking on the "New Movement" button, the following screen will be displayed to enable the employee to record his/her movement.

| Employee Code: | xxxxx | NID: | xxxxxxx | Name: | xxxxx |
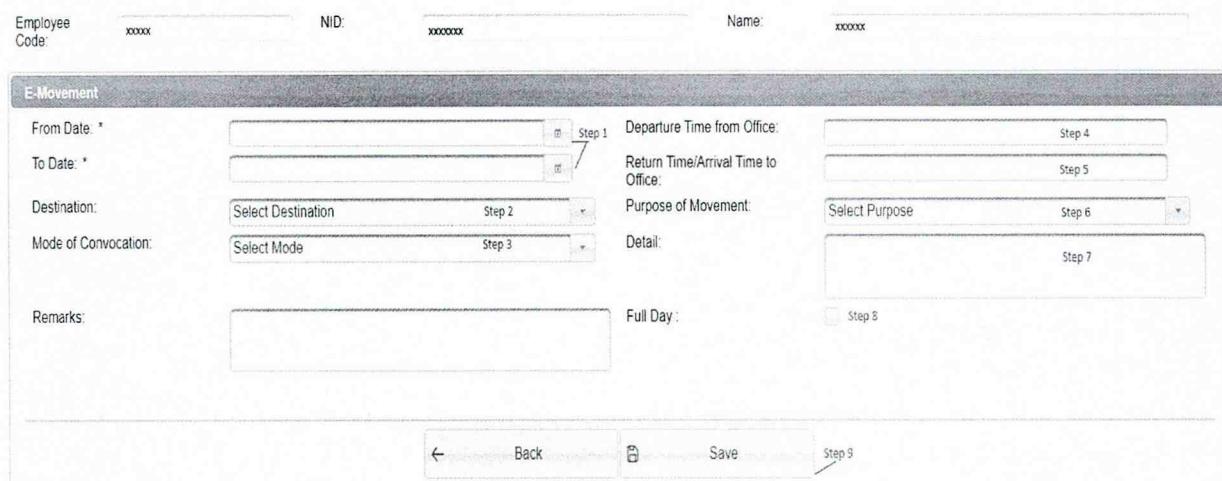
E-Movement

From Date: *		Step 1	Departure Time from Office:		Step 4
To Date: *			Return Time/Arrival Time to Office:		Step 5
Destination:	Select Destination	Step 2	Purpose of Movement:	Select Purpose	Step 6
Mode of Convocation:	Select Mode	Step 3	Detail:		Step 7
Remarks:			Full Day :	Step 8

← Back   💾 Save   Step 9

Steps:

1. Select the relevant date of Movement "From Date/To Date" from the date picker.
2. Select the destination from the drop-down list provided.
   Note: a list of Ministries/Departments has been provided in the drop-down list. Users will have to select "Other" for destinations not available in the drop-down list and consequently, fill-in the "Remarks" field to specify his/her destination.
3. Select the appropriate "Mode of Convocation" from the available drop-down list.
4. Click on the "Departure Time from Office" field to record the departure time.
5. Click on the "Return Time/Arrival Time to Office" field to record the return or arrival time.
6. Click on the drop-down list to select the appropriate "Purpose of Movement".
7. Users can also fill-in the "Detail" field to provide more information on the purpose of the Movement.

   Note: The "Full Day" option will be used when the officer is attending a meeting/workshop etc... for the whole day.
8. Click on "Save" to record the Movement.

Uploading of documents

Upon clicking on the "Save" button, the following screen will be displayed for Users to attach any documentary evidence of their Movement (if needed):
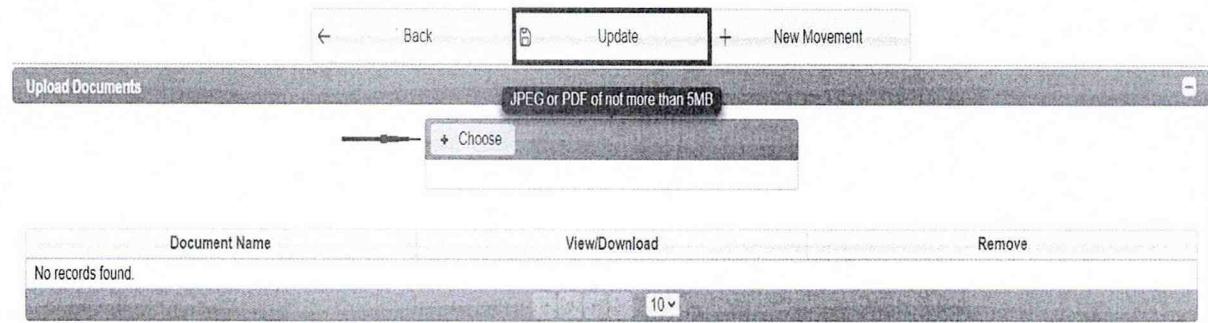
Steps:

1. Click on the "Choose" button to upload the relevant documentary evidence.
2. Click on the "Update" button.

Note: The employee's Officer-in-Charge as well as the HR Section will be notified of the Movement by email.

Updating of e-Movement on Self-Service Portal

User can also update a Movement (such as uploading a document) on the Self-Service Portal by clicking on the "e-Movement List" menu. All the Movement recorded by a user will be displayed on the screen as shown below:
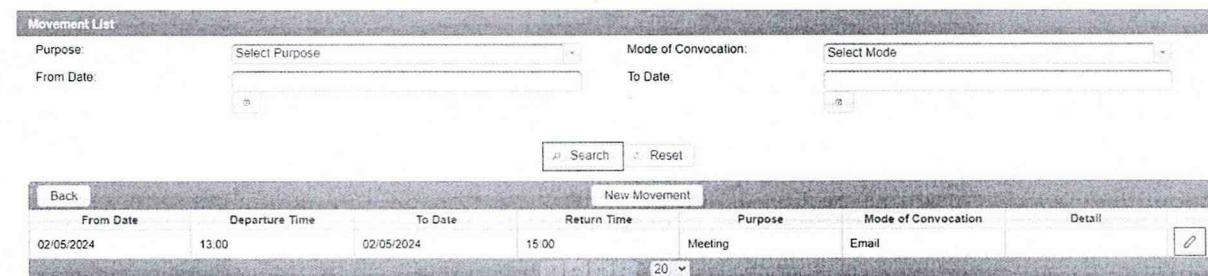
Steps:

1. Users may use the criteria provided on the screen to search for a specific Movement.
2. Click on the "Edit" ✐ button to update/edit a Movement.

Note: Updating/editing of Movement should be done by Users within one week.

Movement of employees

Supervisors will be able to view the movement of employees falling under their purview by clicking on "Employee e-Movement" from the "Menu" on the Self-Service Portal.

Application

Apply Leave

My Requests

Leave Bank

My Calendar

e-Movement List

Update Profile

Update Qualification

Update Training

Recommend/Approve Leave

Employee Leave Bank

Employee Calendar

Employee e-Movement

The following screen will be displayed:

Disable mail Notification ⊘   ↻ Logout

Note 1

Employee Movement

Employee Code:		
Surname:	Firstname:	
Date From:	Date To:	

🔍 Search   ↻ Reset

Back

Note 2

📄 **Export Data to Excel**

Name	From Date	Departure Time	To Date	Return Time	Purpose	Mode of Convocation	Detail	Destination	Remarks	Document
JOHN SMITH	05/04/2024	08:45	05/04/2024	12:00	Conference	Email	Work Session on HR	OTHR	Work Session at Caudan Arts Centre	📄 Note 3
PETER PARKER	04/04/2024		04/04/2024		Meeting	Letter	Test	Ministry of Finance, Economic Planning and Development	CANCELLED DUE TO CYCLONIC CONDITIONS	
JOHN SMITH	04/04/2024	09:00	04/04/2024	12:00	Workshop	Email	UAT E-movement	MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS		📄

Supervisor may search a movement record by using the different criteria available.

Note:

1. Supervisors will be able to disable the automatic email generated by the system by clicking on the "Disable mail Notification" icon if they do not wish to receive any e-Movement notification.
2. Supervisors may download the Movement of staff by clicking on the "Export Data to Excel".
3. Supervisors can view the attachments uploaded by the staff who has recorded the Movement by clicking on the [icon] icon.

Guideline e-Movement (Backend)

HR users should login on the e-HR Backend using their MauPass credentials (username and password).

The e-HR Backend may be accessed via any browser through the following URL: https://ehr.govmu.org/

Recording of e-Movement on Backend

HR Users will be able to record, update and query their official movement of officers via the backend (ehr.govmu.org). To record a movement, HR Users should click on "e-Movement" as shown below:

▾ Application Form

Reference Type/Code

Organisation

Leave Type/Code

Leave Parameter

Vacation Parameter

Public Holiday/Special Day

Leave Bank

Leave Transaction

Employee

EOY Processing

Leave Refund

Approval Hierarchy

Temporary Change In Approval Hierarchy

Permanent Change In Approval Hierarchy

Grade in Roster

School Term

Leave Ineligibility

Leave Adjustment

Leave Adjustment Approval

e-Movement ⬅

e-Movement Top Management

The e-Movement Screen will be displayed as shown below:

Upon clicking on the "New Movement" button, the following screen will be displayed to enable HR Users to record an officer's movement.

Steps:

1. Click on "Search Employee" button to select the employee for whom the movement is being recorded.
2. Select the relevant date of Movement "From Date" from the date picker.
3. Select the relevant date of Movement "To Date" from the date picker.
4. Select the destination from the drop-down list provided.

Note: a list of Ministries/Departments has been provided in the drop-down list. HR Users will have to select "Other" for destinations not available in the drop-down list and consequently, fill-in the "Remarks" field to specify his/her destination.

5. Select the appropriate "Mode of Convocation" from the available drop-down list.

Mode of Convocation:

Select Mode	▼
Select Mode	
Email	
Letter	
Phone	

6. Click on the drop-down list to select the appropriate "Purpose of Movement".

Purpose of Movement:

Select Purpose	▼
Select Purpose	
Conference	
Meeting	
Others (Specify in Detail)	
Site Visit	
Workshop	

7. HR Users can also fill-in the "Detail" field to provide more information on the purpose of the Movement.

Note: The "Full Day" option will be used when the officer is attending a meeting/workshop etc... for the whole day.

8. Click on "Save" to record the Movement.

Uploading of documents.

Upon clicking on the "Save" button, the following screen will be displayed for HR Users to attach any documentary evidence pertaining to the movement:

← Back	🖺 Update	+ New Movement

Upload Documents

JPEG or PDF of not more than 5MB

+ Choose

Document Name	View/Download	Remove
No records found.		

10 ▾

Steps:

1. Click on the "Choose" button to upload the relevant documentary evidence.
2. Click on the "Update" button.

Note: The employee will be notified of the Movement by email.

Updating of e-Movement via Backend

HR Users can also update Movement of employees (such as uploading a document) as per below:

Steps:

1. HR Users may use the criteria provided on the screen to search for a specific Movement.
2. Click on the required Movement to highlight same.
3. Click on the "Edit Movement" button to update/edit a movement.

Note:

1. HR Users can download all or required Movement of employees by clicking on the "Export Excel" button as per below:

2.

Movement List				

Search Employee		Posting Ministry:	Select Ministry	▾
From Date:	📅	Posting Department:	Select Department	▾
To Date:	📅	Posting Division	Select Division	▾
Purpose:	Select Purpose ▾	Posting Section:	Select Section	▾
Mode of Convocation:	Select Mode ▾	Posting Unit:	Select Unit	▾

🔎 Search	⟳ Refresh

	New Movement	Edit Movement	Export Excel	

Enrolment No.	Surname	Other Name	Grade	From Date	To Date	Departure Time from Office	Return/Arrival Time To Office

3. HR Users can choose the column to be displayed or not on the Movement List Screen by selecting the requested information from the drop-down list provided as per below:

Purpose	Mode of Convocatic		arks
		☑ Enrolment No.	
		☑ Surname	
Meeting	Letter	☑ Other Name	
		☑ Grade	
Meeting	Email	☐ Posting Ministry Code	
		☐ Posting Department Code	
		☐ Posting Division Code	
		☐ Posting Section Code	

e-Movement Top Management

This function, will, upon request, allow HR Users to grant a "view only access" to Top Management, to view the movement records of officers. To grant access, HR Users should click on "e-Movement Top Management" as shown below:

Application Form

Reference Type/Code

Organisation

Leave Type/Code

Leave Parameter

Vacation Parameter

Public Holiday/Special Day

Leave Bank

Leave Transaction

Employee

EOY Processing

Leave Refund

Approval Hierarchy

Temporary Change In Approval Hierarchy

Permanent Change In Approval Hierarchy

Grade in Roster

School Term

Leave Ineligibility

Leave Adjustment

Leave Adjustment Approval

e-Movement

e-Movement Top Management

The e-Movement Top Management Screen will be displayed as shown below:

Upon clicking on the "Create" button, the following screen will be displayed to enable HR Users to grant view only access to Top Management.

Note:

Top Management may be granted the following "Read Only" access:

1. By Posting Ministry/Department/Division/Section/Unit. The Posting Ministry and Posting Department are compulsory.
2. By Cadre. To grant access by Cadre, HR User can select from the drop-down list provided in the system.
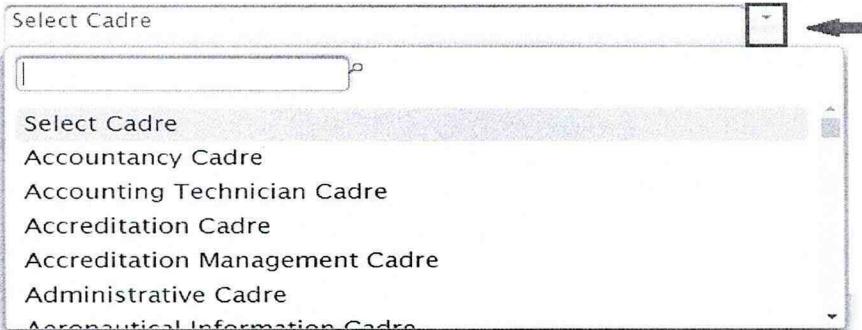
3. For a specific employee. HR User can grant "Read Only" access to Top Management to view the Movement of a specific employee.

Steps:

1. Click on the "Employee" button to search for an employee.
2. Type the "Surname" and "First Name" of the concerned officer and click on the Search button.
3. Click on the employee.

Note: To remove a selected employee, click on the remove button. ✖

4. Click on the "Top Management" button to search for the Top Management to be granted access.

5. Type the "Surname" and "First Name" of the concerned officer and click on the Search button.
6. Click on the Top Management.

Note: To remove a selected Top Management, click on the remove button. ✖

7. Upon selecting the required criteria to grant the "Read Only" access to the concerned Top Management, click on the "Create" button.

Updating of e-Movement Top Management

This function will enable HR Users to edit or delete the grant of "Read Only" access granted to Top Management.

Steps:

1. Use the criteria provided in the system to search for the access right that needs to be updated and click on the search button.

2. Upon clicking on the search button, the following screen will be displayed:

3. Click on the required records that needs to be updated and click on the "Edit" button. The following screen will be displayed:

Maintain Top Management Movement

Posting Ministry: *	MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIO	Cadre:	Select Cadre
Posting Department: *	MPSAIR	Employee	Search Employee
Posting Division		Top Management	PARKER TONY
Posting Section:			
Posting Unit:	Select Unit		

Back   Save   Delete

4. Make the necessary amendments and click on the Save button to update a record or click on the Delete button if the record is no longer required.